

11/17 (14)

**TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION
TOWN MANAGER'S OFFICE**

DATE: November 14, 2003

TO: Board of Selectmen

FROM: Don P. Johnson

SUBJECT: Public Safety Building Water District Hookup Fee

We are nearing the point that we will be making the necessary application to the Water District for water hookup(s) for the new Public Safety Building. As Board members may be aware, the fees associated with these hookups could be substantial. I do not have specific numbers at this time because the plans are still under review; however, I am informed that the fees could be as much as \$18,000 or more. If the Board wishes to seek a waiver of all or part of these fees, we should initiate the request to the Water District at this time.

I have attached a copy of the Selectmen's Policy in this regard for your consideration.



April 1, 1996

TO: All Boards, Committees, Commissions & Departments

FROM: Don Johnson, Town Manager

SUBJECT: Uniform Fee Policy

The Board of Selectmen adopted a Uniform Fee Policy at their meeting on March 26, 1996. A copy of the approved policy is attached with this memo. Please review this document carefully and implement its conditions immediately. Should you have any questions regarding the details of the policy please contact myself or Doug Halley.

Don

7/18/03

TREY-

THIS IS THE UNIFORM FEE POLICY I
REFERENCED IN MY 7/17 E-MAIL RE THE
PSF WATER HOOK-UP.

REGARDS,

Don

CC: BOS

APPLICATION OF FEES

The Town recognizes that it provides a wide range of services to a wide variety of users. Due to the wide variety of users, classifications are herein established in order that consistent fees can be applied in appropriate ways which meet the needs of each user and compensate the Town adequately for the services it renders. The following are the user classifications:

CLASS 1 - Municipal Sponsored Groups

This group shall include any Local Municipal Board, Commission, Committee or Department. In addition, any people or groups directly sponsored by an official municipal organization of the Town or any contractors working directly for the Town.

CLASS 2 - Regional Districts & Authorities

This group would include the Acton Boxborough Regional School District, the Water District, the Housing Authority and any other district or authority which is legally formed for the purpose of providing direct services to the residents of Acton.

CLASS 3 - Community Service Organizations

This class represents groups/ individuals whose main purpose is charitable, social, educational, cultural or recreational and NOT business related. Examples include Girl Scouts, Boy Scouts, League of Women Voters, local churches and other similar organizations.

CLASS 4 - Commercial and Residential

All other entities, whether commercial or residential, that do not fit the descriptions of the first three classes would fall into class four.

Fee Requirements

Class 1

All of these classified entities which must utilize a service, provided by the Town, in the process of performing their duties, should not be charged a fee. Any people or groups directly sponsored in writing by one of these classified entities shall also not be charged a fee. Any contractors working directly for these classified entities shall not be charged a fee, however their contracts should reflect this condition.

Class 2

The Board of Selectmen, if requested by the Town Manager, shall determine which, if any, fees should be applied to the Regional Districts and Authorities. Any determination shall be made in relationship to the services provided to the Districts and Authorities, the services the Districts and Authorities provide to the Town and the current fees being paid by each entity. Otherwise all fees shall be applicable to the Districts & Authorities.

Class 3

All fees shall be charged as stated in the Board of Selectmen's approved fee schedule. However, for any applications which do not need annual renewal no fee would be charged, as long as the fess is less than fifty (\$50) dollars. Additional waivers can be requested from the Board of Selectmen provided that the request is in writing and the applicant provides information regarding financial hardship.

Class 4

All fees shall be charged as stated in the Board of Selectmen's approved fee schedule. Waivers can be requested provided that the request is in writing and the applicant provides significant information regarding a substantial financial hardship.

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